

Shift Sergeants

420.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a Shift Sergeant and, as needed, an acting Shift Sergeant for each shift.

420.2 POLICY

Each shift will be directed by a Shift Sergeant capable of making decisions and managing in a manner consistent with the mission of the Talbot County Sheriff's Office. To accomplish this, a Sergeant shall be designated as the Shift Sergeant for each shift.

420.3 DESIGNATION AS ACTING SHIFT SERGEANT

With prior authorization from the Operations Commander, generally when a Sergeant is unavailable for duty as Shift Sergeant, a qualified lower-ranking member shall be designated as acting Shift Sergeant in accordance with the terms of applicable memorandums of understanding or collective bargaining agreements.

420.4 SHIFT SERGEANT RESPONSIBILITIES

The Shift Sergeant shall have overall responsibility and accountability for the operation of this office on an assigned shift. Duties may include, but are not limited to:

- (a) Ensuring at least one uniformed patrol supervisor is deployed during each shift, in addition to the Shift Sergeant.
- (b) Ensuring sufficient members are on-duty to accomplish the mission of the Talbot County Sheriff's Office.
- (c) Providing command-level oversight of major crime scenes, tactical situations or disasters.
- (d) Establishing service level priorities.
- (e) Providing job-related training and guidance to subordinates.
- (f) Acquiring outside resources or providing assistance to other agencies, when applicable.
- (g) Handling service inquiries or complaints from the public.
- (h) Acting as the Public Information Officer when appropriate.
- (i) Managing risk exposure.
- (j) Ensuring the security of all office facilities.
- (k) Ensuring the proper equipment and vehicles are available for member use.
- (l) Representing the Office at community functions.
- (m) Serving as a temporary Commander when so designated.
- (n) Ensuring Command Staff are notified of critical incidents in a timely manner.

Talbot County Sheriff's Office

Policy Manual

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